Dictation Instructions:

1. On touch-tone telephone:
    - **INSIDE** hospital, dial 3200
    - **OUTSIDE** hospital, dial 887-4970.

2. Site ID: **10**, followed by # key.

3. User ID: **Clip number,** followed by # key.

4. User Password: **Clip number in reverse**, followed by **two zeroes** and # key.

5. To dictate, press **1** followed by # key.

6. When prompted:
    - Key in **work type #,** followed by # key.
        - **2** OP Reports
        - **9** Non-OR Procedures

7. When prompted:
    - Key in **Patient ID (patient's full SSN)**, followed by the # key.

8. When you hear, "Ready to Dictate":
    - Press **2**, to begin recording.
    - State your **name**, **patient's name**, **SSN**, and **date of event**.
    - Once in "Record Mode," **2** becomes a toggle switch between PAUSE and RECORD. While in pause, you will hear a beeping tone; press **2** to continue recording.
    - Press **8** to complete.

9. After you have finished dictating the report, if you wish to dictate another report in the same work type, press **8**, and you will prompted for the next patient ID#.

10. To disconnect, press **5**.

Dictation Keypad Functions

2	**To begin recording or pause recording:** Press **2** <u>again</u>, after pause, to resume recording
3	**Reverse/play:** Touch **3** to hear last few words; playback is automatic. When playback ends, touch **2** to continue recording
77	**Rewind to beginning of report.** Playback is automatic. When playback ends, touch **2** to continue recording.
44	**Fast forward:** To end of report. When playback ends & tone is heard, touch **2** to resume recording
8	**End current report:** Begin another in a different work-type.
8#	**End current report:** Begin another in same work-type
5	**Disconnect:** Press **5** to end, then hang up.

Listening to Report Instructions:

1. On touch-tone telephone:
    - **INSIDE** hospital, dial 3200
    - **OUTSIDE** hospital, dial 887-4970.
2. At prompt, key in your ID#, followed by the # key.
3. Key in **3#** to **Review**.
4. At Prompt, key in **Patient ID (patient's full SSN)**, followed by the # key. Report will begin to play.
5. To skip this report, and listen to a different report for this patient, press **8**.